United Nations ST/IC/2009/15

Secretariat

18 March 2009

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language editorial assistants**

1. The written component of a competitive examination for Arabic-language editorial assistants will be held on **8 July 2009** at United Nations Headquarters in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic-language editorial assistants at the G-7 level will be filled in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have Arabic as their main language[1] and an excellent working knowledge of English. Knowledge of a third official language of the United Nations would be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that applicants be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses at the United Nations must substantiate their claim of knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a

* Expiration date of the present information circular: 31 December 2009.

[1] "Main language" should be understood to be the language in which the applicant is best able to work.

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language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their applications. **The Board's decisions are final.**

5. The written examination will consist of three separate parts, as follows:

Part I (2 hours)

A. Preparing texts in Arabic, following English versions of the same texts.

B. Identifying the elements in Arabic texts that should be verified and researched prior to editing.

Part II (1 hour)

Writing an essay of approximately 300 words in Arabic. Examinees will have a choice of two topics on a general subject related to the United Nations.

Part III (45 minutes)

Answering questions in English related to the organizations of the United Nations system.

6. The use of dictionaries or any other reference material is not permitted during the examination.

7. The computer component of the examination, parts IV and V, will be administered only to those examinees who have achieved a satisfactory score on the first three parts. Parts IV and V will be as follows:

Part IV (1 hour)

Carrying out searches and retrieving information using the Official Document System and the Internet.

Part V (1 hour and 30 minutes)

Preparing an electronic version of an Arabic document to conform to the format of an English version.

8. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. The interview is an integral part of the examination. Therefore, examinees who are invited to an interview should not assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board of Examiners will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster of Arabic-language editorial assistants. All examinees will be informed in writing of the final

recommendation of the Board with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

10. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section, Documentation Division, Department for General Assembly and Conference Management, for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Those at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

11. The main duties and responsibilities of editorial assistants are to carry out research work for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing.

12. Staff members applying for this examination should complete the attached form and submit it, together with a copy of their P.11 or personal history profile (PHP) form, no later than **20 May 2009**, to:

2009 competitive examination for Arabic-language editorial assistants
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2560M
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not mail. Incomplete applications will **not** be considered.

13. A sample examination may be obtained from the Web page of the Examinations and Tests Section at:

http://www.un.org/Depts/OHRM/examin/iwelcome.htm

Application (for staff members of the United Nations Secretariat at Headquarters only)

2009 competitive examination for Arabic-language editorial assistants

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax number _____ E-mail _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in editing and related areas, if any. Applications submitted without a P.11 or PHP form will not be considered.

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

I have read information circular ST/IC/2009/15 and I understand that, if I am successful in the 2009 competitive examination for Arabic-language editorial assistants and am recommended for inclusion in the roster, my assignment as an editorial assistant will be subject to my acceptance of the conditions of service indicated in paragraph 10 of the circular.

Date _____ Signature _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)